

Memorandum

To:

From:

Subject: Waiver Request from Mandatory Use of the TMC for Lodging and Rental Car

I request a waiver of the mandatory use of the Travel Management Center (Omega World Travel) for reserving lodging and/or rental car for the following reason(s):

☐ Omega indicates there are no vacancies at a specific hotel, but a direct call to the hotel indicates there is a vacancy.

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Signature of Employee

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Date

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Approved / Denied - Asst Regional Director or Designated Official

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Date